


IDAHO

DEPARTMENT OF LABOR

C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

WIAB 10-11

DATE: December 23, 2011
TO: All WIA Subrecipients
FROM: Joni Booth, Financial Executive Officer, Accounting Division 
SUBJECT: WIA Quarterly Accrual Process

Quarterly accruals are required by the U.S. Department of Labor to fully report WIA expenditures. Complete reporting of expenditures is critical to securing funding for the WIA program.

In the past, WIA provider staff were only required to enter accruals annually in July for the preceding program year. In order to meet federal guidelines, accruals need to be done quarterly, using the attached excel spreadsheet. This process will be similar to the spreadsheet accrual process TAA used in the past.

The spreadsheet should be completed only for tuition costs for classes that have started. For each active WIA participant, please:

- Review each active WIA participant file
- If a participant has enrolled in occupational classroom training AND classes have started, complete the attached worksheet
- Complete the worksheet for TUITION costs only
- To ensure that all payments made for the month are reflected in the WIA Management Information System (MIS), no WIA payments will be processed between Wednesday 12/28/11 and Friday 12/30/11
- Email completed spreadsheet to Simon So at: simon.so@labor.idaho.gov, no later than January 6, 2012

Note: For purposes of safeguarding WIA participant personal information, Non-Idaho Department of Labor Subrecipients should exclude participant Social Security Numbers from the spreadsheet.

Thank you for your cooperation with this important process. If you have any questions, please contact Simon So at (208) 332-3570, ext. 3153.

WIA Accrual Worksheet

Cost Center 00000

Quarter End Date 12/31/11

Title	Type	SSN	Participant Name	Vendor/Payee	Beginning Date of Training	Tuition Costs	Case Manager
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